



SENIOR ENVIRONMENTAL PLANNER  
DEPARTMENTAL PROMOTIONAL  
CONTINUOUS TESTING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

This examination allows for continuous testing on the Internet and the administration of a written exam on a semi-annual basis. Each year has two testing cycles.

Testing Cycle 1 March 2<sup>nd</sup> – September 1<sup>st</sup>

Testing cycle 2 September 2<sup>nd</sup> – March 1<sup>st</sup>

Candidates are eligible to take the supplemental application once in each testing cycle. However, candidates are only allowed to compete in the written exam once in every 12 month testing period. (For example, candidates who pass the supplemental application in Cycle 1 and fail the written exam are allowed to retake the supplemental application in Cycle 1 of the following year.)

COMPETITION LIMITED TO STATE EMPLOYEES:

Applicants must have a permanent civil service appointment with the Department of Transportation.

EXAMINATION INFORMATION:

This examination will consist of a supplemental application weighted Pass/Fail and a written examination weighted 100%. **Candidates who have successfully completed the Internet examination as of 5:00 p.m. on March 1 and September 1 of each year will be scheduled for the written portion of the examination on a Saturday in April and October, respectively.** Candidates who do not read the instructions for the Internet exam, or who read and fail to follow instructions, or who make erroneous assumptions when taking the Internet exam will have to reapply during the next testing period. No attempt will be made to correct their errors. However, **before taking the test**, Caltrans exam staff will be more than pleased to answer any questions regarding the examination. We can be reached at the number provided on this bulletin under General Information.

HOW TO APPLY:

THE SUPPLEMENTAL APPLICATION FOR THIS EXAM IS BEING ADMINISTERED ON THE INTERNET. YOU MAY APPLY BY CONNECTING TO <http://jobs.spb.ca.gov/promoxam.htm> AND FOLLOWING THE ON-LINE INSTRUCTIONS.

**DO NOT SUBMIT A STATE APPLICATION FORM (Std 678) EVEN IF YOU HAVE PREVIOUSLY PASSED THE SUPPLEMENTAL APPLICATION PORTION OF THIS EXAM. THE APPLICATION FORM FOR THE SENIOR ENVIRONMENTAL PLANNER EXAMINATION IS CONTAINED IN THE INTERNET TESTING PROCESS.**

PERSONS WITH DISABILITIES: If you have a disability & need special testing arrangements call the Department of Transportation Department, Examination Unit at (916) 227-7858 or TDD (916) 227-7857.

**SALARY RANGE:** \$4963 - \$5987

**WRITTEN TEST DATE:** All written exams are administered on Saturdays. If your religious beliefs prevent you from taking an examination on Saturdays, please contact the Examination Unit at (916) 227-7858 when you receive your Notice of Written test.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

**NOTE:** All applicants must meet the education and/or experience requirements at the time they take the Internet test.

The following minimum requirements may be combined on a proportionate basis if the requirements include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

One year in the California state service performing environmental planning, environmental research analysis or evaluation in a class at a level comparable to that of Associate Environmental Planner.

Or II

**Experience:** Four years of experience directing or conducting environmental studies or managing an interdisciplinary team preparing environmental documents, at least one year of which must have been equivalent in level to work performed by an Associate Environmental Planner in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for three years of the general experience; a Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**THE POSITION:** This is the full supervisory level. Under general direction, incumbents plan and supervise the work of a multidisciplinary staff conducting comprehensive environmental studies; or without supervising responsibility, acts as an in-house consultant performing the

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

most difficult and complex work which is either critical to the department's basic mission or of statewide significance; and do other related work.

Positions exist statewide with the Department of Transportation. It is anticipated that approximately 10 vacancies will occur during the life of the list.

SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL

Please read the instructions in the computerized supplemental application thoroughly. You are limited to listing just one verifying supervisor next to each response. However, in responding to each question you should give yourself credit for all your years of experience on each question, not just your experience working for that one supervisor.

SCOPE:

A. Knowledge of:

- 1. General principles and techniques of research and statistical analysis.
- 2. Various types of transportation facilities and how such facilities service the community.
- 3. Methods used to manage various environmental studies, projects and programs.
- 4. Various transportation project design alternatives.
- 5. Trends in environmental, urban, and regional planning.
- 6. Various impacts or multimodal forms of transportation on the environment.
- 7. Local and regional governmental organizations' roles in environmental and transportation planning.
- 8. Natural and social sciences to identify environmental research needs.
- 9. General ecology to develop plans to preserve and conserve natural resources.
- 10. Archaeological principles and concepts relevant to environmental planning.
- 11. Trends in Federal, State, and local environmental studies and their resultant environmental documents.
- 12. State government organizations and their role in environmental planning.
- 13. Basic statistics.
- 14. Basic mathematics.
- 15. Techniques and methods used to evaluate environmental impacts.
- 16. General format, style, and standards for written materials.
- 17. Federal laws and regulations that apply to the environment in order to prepare transportation-related environmental documents.
- 18. State laws and regulations that apply to the environment.

B. Skill to:

- 1. Solicit the necessary outside expertise to complete environmental studies or meet project goals.
- 2. Plan and carry out complex environmental studies.
- 3. Coordinate environmental investigations of numerous proposed projects.
- 4. Apply formal socioeconomic principles and concepts relevant to environmental planning.
- 5. Use the metric system and metric units of measure for data collection, measurement, calculation, and reporting.
- 6. Operate a personal computer.
- 7. Operate a standard calculator.
- 8. Incorporate the input of interested groups and agencies into the environmental planning and analysis process.
- 9. Accurately interpret industry and organizational standards, policies, procedures, and guidelines.
- 10. Read and comprehend basic legal terminology.
- 11. Read and comprehend technical research reports.
- 12. Read and comprehend environmental terminology.
- 13. Maintain records, data, and documentation of time spent and resources required for the completion of work assignments.
- 14. Review written materials for completeness, accuracy, and appropriateness.
- 15. Assemble and analyze data from environmental studies to prepare accurate reports.
- 16. Prepare environmental documents for transportation systems, plans, and projects.

WRITTEN TEST – WEIGHTED 100%

SCOPE:

A. Skill to:

- 1. Plan, organize, supervise, direct, and oversee the work activities of subordinate employees.
- 2. Assign, delegate, and monitor the work of subordinate employees.
- 3. Recognize the need to shift priorities, staff, and resources.
- 4. Establish a course of action for self and/or staff.
- 5. Follow up on the results of staff work assignments and projects.
- 6. Determine and establish priorities and service level in the work unit.
- 7. Resolve conflicting priority requests for service provided by the work unit.
- 8. Plan for the efficient use of personnel and resources.
- 9. Identify, analyze, evaluate, and develop solutions for problems relating to work unit procedures and/or policies.
- 10. Identify problems and develop solutions to problems affecting the work unit.
- 11. Recognize the ramifications and possible impact of decisions to the work unit.
- 12. Identify and make an appropriate decision from a variety of alternative solutions.
- 13. Anticipate future consequences of present decisions or courses of action.
- 14. Write clear and concise reports, policies, procedures, and/or correspondence.
- 15. Communicate orally on work related issues with employees, vendors, the public, and/or outside agencies.
- 16. Make oral presentations.
- 17. Interpret and explain policies, procedures, rules, and/or regulations.
- 18. Establish and maintain cooperative relationships.
- 19. Use tact and diplomacy when dealing with the needs, problems, and/or concerns of employees, the public, and/or outside agencies.
- 20. Interact with individuals without eliciting negative or hurt feelings.
- 21. Pacify hostile or irate individuals by making appropriate statements and minimizing arguments.

**NOTE: In order to obtain a position on the eligible list, a minimum rating of 70 must be obtained in the written test.**

**ELIGIBLE LIST INFORMATION:** A departmental promotional eligible list will be established for the Department of Transportation. Names of successful competitors will be merged onto the list. Candidates' eligibility will expire 48 months after it is established.

**VETERANS PREFERENCE CREDIT:** Veterans preference credit will not be granted in this examination.



ACCOUNTING ADMINISTRATOR I (SUPERVISOR)  
DEPARTMENTAL PROMOTIONAL  
FINAL FILING DATE: SEPTEMBER 7, 2000

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Caltrans Personnel Office in Sacramento three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Caltrans Personnel Office in Sacramento at (916) 227-1803, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Supplemental applications** are contained in the Internet testing process.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.